



City of Riverside Administrative Manual



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 Prepared by: General Services

Approved: 

Department

City Manager

SUBJECT:

Lease of Outside Office Space and Relocation of City Offices

PURPOSE:

To establish the proper procedure for making arrangements to lease outside office space and relocate an existing City office and existing or new furniture.

POLICY:

The General Services Department is responsible for identifying appropriate office space, negotiating lease terms and tenant improvements, coordinating floor plan modifications and furniture relocations and installations. The work involved includes searching for available lease space, preparing the lease agreement, obtaining authorizations to lease outside space, planning and scheduling of labor, electrical work, telephone changes, relocation or installation of office equipment and furniture, and other similar tasks.

Some steps in the procedures outlined below may be modified or omitted based on the complexity of the relocation project.

PROCEDURE:

Responsibility	Action
Requesting Department General Services Director	1. Submits request in writing with sufficient detailed information to General Services Director for approval, including all account numbers. 2. Approves and refers to Supervising Real Property Services Agent, Building Services Operations Manager, Technical Support Manager, and Telecommunications Coordinator who will coordinate with requesting department.
Technical Support Manager Supervising Real Property Services Agent	3. Refers the project to the Information Technology Steering Committee for review, if necessary. 4. Assigns Real Property Agent to work with requesting department to locate appropriate space.
Department Head	5. Appoints person to act as liaison with Supervising Real Property Services Agent, Building Services Operations Manager, Technical Support Manager, Telecommunications Coordinator, space planner, and furniture supplier.

PROCEDURE:

Responsibility	Action
Building Services Operations Manager Supervising Real Property Services Agent	<p>6. Upon request, inspects proposed lease space as to Title 24 and ADA requirements.</p> <p>7. Negotiates lease terms and tenant improvements with property owner. (Proposed space must meet all Title 24 and ADA requirements or be modified to meet such requirements prior to occupancy.)</p> <p>8. Requests City Attorney to assign an attorney to prepare the lease agreement or review lease agreement provided by property owner.</p> <p>9. Consults with and advises the Planning Department, Building and Safety Division of the City's proposed use of outside space and the need to comply with both Title 24 and ADA.</p>
Building Services Operations Manager Department Liaison Building and Safety Division Department Liaison	<p>10. Assigns Building Services Project Coordinator to work with requesting department in designing the floor plan and ordering furniture, or</p> <p>11. Contracts with space planner and furniture supplier directly.</p> <p>12. Reviews tenant improvement plans upon submittal by the applicant for compliance with Title 24 and other applicable codes.</p> <p>13. Coordinates space planning and furniture acquisition.</p> <p>14. Submits Telephone Change Request Form and floor plan identifying telephone changes to the General Services Department, Telecommunications Coordinator, for an estimate of costs at least three weeks in advance. However, a minimum of eight weeks notice is recommended for large office moves or relocations.</p>
Network Support Services Supervisor	<p>15. Develops a cable pulling plan with the department liaison and Telecommunications Coordinator, determines the necessary costs and identifies account numbers (s) to which project costs should be charged, if applicable. Provides a copy of the plan to Building Services Project Coordinator and Telecommunications Coordinator when complete.</p>
Department Liaison	<p>16. Develops an alternative work plan for displaced office staff in coordination with the Building Services Project Coordinator if staff is required to be temporarily relocated.</p>
Building Services Operations Manager	<p>17. Assigns Building Services Coordinator to work with requesting department in scheduling the furniture relocation or coordinating necessary work required when installing new furniture.</p>
Department Head	<p>18. Approves final floor plan and alternative work plan for displaced office staff and provides Building Services Operations Manager with account number(s) to which project costs should be charged, if applicable.</p>
Building Services Project Coordinator	<p>19. Provides department liaison, Technical Support Manager and Telecommunications Coordinator with tentative work schedule/timeline.</p> <p>20. Coordinates final work schedule with Telecommunications Coordinator, Technical Support Manager and department liaison.</p>
Department Liaison	<p>21. Orders packing boxes from Central Stores, tapes bottom of boxes to secure. (For desk unit relocations, all items must be boxed, including items in drawers; contents in lateral files must be boxed; drawer files can be moved without removing contents.)</p>
Building Services	<p>22. Conducts necessary work as approved.</p> <p>23. Walk through with Department Liaison and develop punch list for project acceptance.</p> <p>24. Conduct work identified on punch list.</p> <p>25. Provide Risk Manager with a progress report on project completion if surety bonds are required.</p> <p>26. Final walk through with Department Liaison and approval of project acceptance.</p>

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